

Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030019-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 2 June 1953

FROM : Director of Training

SUBJECT: Re-classification of two positions -
Intelligence Training Division

1. It is requested that the following re-classification and upgrading of positions be accomplished in accordance with the increased duties and responsibilities as set forth in the attached position description:

AS IS

Training Assistant, U856, GS-7
Educational Specialist, U857, GS-9

REQUESTED

Training Assistant, GS-9
Educational Specialist, GS-11

2. We feel that the requested grades, if approved, would more realistically approximate the performance of the individuals currently in these positions.

VJH/sln


MATTHEW BAIRD

25X1A9a

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OFFICE OR STAFF			OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 1 Pages	
Training			U	6/2/53	JUL 15 1953	286		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)	
<u>Office of Training-General</u> <u>Intelligence Training Division</u> <u>Intelligence School</u>			<u>Office of Training-General</u> <u>Intelligence Training Division</u> <u>Intelligence School</u>					
Educational Spec	GS-1710-9	857	Educational Spec	GS-1710-11	897			
<u>Reading Improvement Branch</u>			<u>Reading Improvement Branch</u>					
Training Assistant	GS-1711-7	856	Trn Instr-Read Improve	GS-1710-9	898			
In accordance with request training office 2 June 1953. No change in T/O strength.			25X1A					
NEW OFFICE TOTALS			APPROVAL					
T/O strength. <input type="text"/> 25X9			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O records are received.					

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